

To: Superintendents and Test Coordinators  
From: Margo Healy, Director of Assessment and Accountability  
Date: August 25, 2008  
RE: Test Coordinator Update

Greetings to all of you,

### **New! Test Coordinator's Guide**

The Test Coordinator's Guide has been updated and is available on our website as of today. Please print the TC Guide for yourself and read it carefully. There are many updates (highlighted in **red**) and a few changes. These changes will apply to the FALL administration for 10<sup>th</sup> grade and the re-testers for ISAT. NAEP, IELA, IAA, DMA, DWA, and IRI are all included in this guide as well.

[http://www.boardofed.idaho.gov/saa/documents/TC\\_Updates/TC%20Guide%20with%20ISAT%20FINAL%200808.pdf](http://www.boardofed.idaho.gov/saa/documents/TC_Updates/TC%20Guide%20with%20ISAT%20FINAL%200808.pdf)

### **Test Administration Manual (TAM)**

The online TAM for the fall ISAT is now available at the following link:

[http://www.boardofed.idaho.gov/saa/ISAT/ISAT\\_Fall\\_2008\\_TAM.pdf](http://www.boardofed.idaho.gov/saa/ISAT/ISAT_Fall_2008_TAM.pdf).

Please print a copy for all proctors and use it for your own training sessions. It is complete and there are some enhancements for fall. You will want to make sure all proctors and building test coordinators read it before testing begins.

### **Training for Fall ISAT Administration**

You received a memo from DRC on August 21<sup>st</sup> inviting you to attend Webex training during the first week of September. Make sure your building coordinators and proctors have an opportunity to sign up for one of the training sessions. The DRC memo is also available on the ISAT Home Page at: <http://www.boardofed.idaho.gov/saa/index.asp>.

### **New Website Design**

*We have a new website design you will enjoy once you learn the new format. For now, I have prepared a page to help you see all the parts and pieces. It is attached to this memo. You might want to print a copy for the short term until you feel comfortable with the new format.*

### **Statewide Student Information System**

As the State Department of Education creates a statewide student information system, we will be working closely with them to capitalize on the great work districts have been doing in preparing data files for DRC and the ISAT. We are working together to make the transitions for you as smooth as possible. It is going to be a good thing for all of us! There will be challenges - but we can win!

### **Appeals Window Closed – Improving Student Data for Next Spring**

There were many appeals submitted. After processing all of them we have determined there are some supports we can offer to diminish the number of appeals you will need to make for spring 2009. Most appeals have been data entry and coding errors. We have

two processes in place for spring to help you to check your data. First, you will be able to see the file you have uploaded. The Webex training sessions will teach you how. You will be able to eliminate students entered twice and have more than one student ID number, verify enrollment dates, exit students that never showed up at the beginning of the school year, and verify IEP and ELP accommodations by those staff members that will catch errors prior to student testing. The second process will be a final checklist district test coordinators will complete, sign/date, and submit to OSBE before the close of the make up window. This form will eliminate leaving out LEP coding, losing IAA students, students with no scores reported because they were marked absent and other errors requiring much of your time to appeal and much time on our end to correct and validate prior to our federal data submissions.

### **More Questions about Spring**

How will banked scores be recorded? How will you know that all students have tested? What about tickets? These are all questions that will be answered soon. Some involve programming considerations and some will require policy decisions. Our goal is to make it as easy as possible for test coordinators. I appreciate your patience as I work these issues out with DRC/CAL/SDE/OSBE.

### **District Options**

The State Board passed a motion giving districts the option to offer the Graduation Test to incoming 10<sup>th</sup> graders in the fall and bank their proficient and advanced scores. All proficient and advanced scores will be banked; that is what the motion says. The motion does not say that you must test 10<sup>th</sup> graders or that you cannot test them in both fall 2008 and spring 2009. Those are local policy decisions for your District Administrators and local Boards to make.